



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
SECTOR 16C, DWARKA, NEW DELHI – 110 075**

Supply and installation of Video Conferencing System  
at GGSIPU Campus (Sector 16 C, Dwarka,  
New Delhi - 110075)

**TENDER DOCUMENT**

(This Document contains 33 pages)

Tender Document – Sl. No. \_\_\_\_\_

**Guru Gobind Singh Indraprastha University  
Sector 16C, Dwarka, New Delhi – 110 075**

**Tender Document**

1. Name of work : Supply and installation of Video Conferencing System at GGSIPU Campus (Sector 16 C, Dwarka, New Delhi)
2. Last Date & Time for submission of tender : **31.01.2012 upto 3.30 PM**
3. Place / Office for submission for Tender : Purchase Branch, Library Block, Room No. L010, Ground Floor, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi - 110075
4. Issued to : \_\_\_\_\_  
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5. Cost of Tender (Details)\* : \_\_\_\_\_  
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- GGSIPU Receipt No. : \_\_\_\_\_  
—
- Dated : \_\_\_\_\_  
—
- Amount : Rs. 2000/-
6. Date of Issue of Tender Document : \_\_\_\_\_  
—
7. Signature of the officer issuing the document : \_\_\_\_\_  
—
8. University Seal : \_\_\_\_\_  
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\* In case Tender is down loaded from University website, then enclose a D/D drawn in favour of Registrar, GGSIP University, payable at Delhi at a time of submission of tender document

## SECTION I INFORMATION & INSTRUCTIONS FOR BIDDERS

Earnest Money Deposit	Rs. 1,50,000/- (Rs. One Lakh Fifty Thousand Only) In the form of DD in favour of Registrar, GGSIPU, Payable at Delhi
Cost of Tender Form (Non-Refundable)	Rs. 2000/- (Rs. Two Thousand Only) through DD in favour of Registrar, GGSIPU, Payable at Delhi
Completion period of the work	Maximum 45 days (Fourty Five days) supply to commence from 30 <sup>th</sup> day
Issue of Tender Document	<b>19.12.2011 to 31.01.2012 upto 3.00 PM</b> on all working days from 10.00 AM to 03.00 PM. Tender Document may be purchased from Office of Addl. Dy. Registrar (Purchase), Library Block, Room No. L010, Ground Floor, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi.  <b>OR</b> Tender Document may be down loaded from the University Website. <a href="http://www.ipu.ac.in">www.ipu.ac.in</a>
Date and time of submission of Tender	<b>Latest by 31.01.2012 (Tuesday) upto 03:30 PM</b>
Opening of Technical bid in presence of the authorized representatives of bidders, if any.	<b>31.01.2012 at 04.00 PM</b>

### 1.0 Introduction

1.1 The sealed item rate tenders are invited in two Bid System – (Technical & Financial Bid) on behalf of the Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi from reputed & eligible agencies for **“Supply and installation of Video Conferencing System at GGSIPU Campus (Sector 16 C, Dwarka, New Delhi)”**.

### 2.0 Scope

The work consists of:

2.1 **“Supply and Installation of Video Conferencing System at GGSIPU Campus (Sector 16 C, Dwarka, New Delhi)”** as per requirement given in Section - III.

- 2.2 Installation & fixing of Video Conferencing System at the said location.
- 2.3 Comprehensive on-site warranty for a period of three years from the last date of completion / installation for all the items supplied as certified by the University.

**3.0 Definitions:**

- 3.1 GGSIPU means Guru Gobind Singh Indraprastha University, Delhi
- 3.2 University means Guru Gobind Singh Indraprastha University, Delhi
- 3.3 Employer means the Registrar, GGSIPU and his successor
- 3.4 Bidder / Supplier means the individual, proprietary firm, partnership firm, limited company private or public or corporation
- 3.5 “Year” means “Financial year” unless stated otherwise.

**4.0 Eligibility Criteria:**

- a) Tenderer must produce latest OEMs Authorization Certificate with blue ink signature.
- b) Agency should have satisfactorily completed three similar works each costing not less than Rs.12/- lacs or two similar work costing not less than Rs. 18 lacs or one similar work costing not less than 25 lacs during the last five years ending October 2011. Similar work shall mean work of supply & installation of Video Conferencing System in central government / central autonomous bodies / educational institutions / central public undertaking.
- c) Should have minimum average annual financial turn over of Rs. 2 crores during the last three years ending March 2011 duly certified by Chartered Accountant.
- d) Should not have been bared or blacklisted by any of the Central Government/Departments/Organisations/Central PSUs.
- e) Tenderer must be registered firm.
- f) Tenderer should also have the authorization of full support of maintenance and spares as detailed in this tender document from OEMs.
- g) Joint ventures shall not be accepted.

- Note:
- 1) The tenderer shall submit the copy of the work done / completion certificates from client / consultant not below the rank of Executive Engineer / Project Manager / Administrative Officer.
  - 2) The tenderer shall submit copy of balance sheet, profit & loss account duly audited by Chartered Accountant

## **5.0 Who can apply:**

- 5.1 If the bidder is an individual, the application shall be signed by him above his full type written name and current address.
- 5.2 If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- 5.3 If the bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- 5.4 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.
- 5.5 Joint Venture/ Consortiums are not accepted.

## **6.0 Sealing and Marking of Bids**

- 6.1 The bidder shall place the three separate envelopes (called inner envelopes) marked “Technical Bid”, “Financial Bid” and “Earnest Money Deposit” in one outer envelope. The inner envelopes will have marking as follows:-
  - A) Technical Bid
  - B) Earnest Money Deposit (EMD)
  - C) Financial Bid
- 6.2 The sealed inner and outer envelopes containing the technical and financial bid shall be addressed to Registrar, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi.
- 6.3 The sealed tender shall bear the name and identification number of the Tender on the cover of the Envelope.
- 6.4 In addition to the identification required as above, each of the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared non-responsive.

## 7.0 **Bid Submission:**

7.1 The envelop named “Technical Bid” shall comprise of following

- a) Letter of Transmittal (as per Annexure – A)
- b) Legal status of the company/ organization with legal proof along with copies of the original documents (as per Annexure B)
- c) Income tax registration, service tax registration, Vat registration, TIN number, etc. (attach copies of the original documents)
- d) - Earnest Money Deposit & tender cost, in case of downloaded tenders.  
- Details & supporting document for initial eligibility criteria in formats attached in Annexure- C, D & E.  
- ORIGINAL Tender Documents (Vol.1), signed and stamped on each page, but without price bid i.e. Schedule of Quantities Vol.II.  
- Covering letter, technical submission and other details required forming part of the offer.

7.2 The envelope named Financial Bid and shall comprise of the price bids of the items included in Section III

7.3 Each page of the Technical Bid & Financial Bid must be sealed and signed by the authorized signatory of the bidder.

7.4 Duly signed tender document along with all corrigendum, addendum issued, if any, should also be sealed as part of technical bid.

## 8.0 **Opening of Financial bid and evaluation:**

The financial bids of only those bidders which qualify the initial eligibility criteria will be opened in the presence of intending bidders. The date and time of opening of financial bids shall be intimated separately to the bidders who satisfy the initial eligibility criteria. The lowest financial bidder shall only be considered for award of work.

## 9.0 **Earnest Money Deposit:**

9.1 The Earnest Money Deposit (EMD) of Rs. 1,50,000/- Rupees One Lac Fifty Thousand only must be attached (see Clause 6.1). The Earnest money shall be accepted with a minimum validity of 6 months in the following forms and shall be in favour of “Registrar, GGSIPU”, payable at Delhi:-

- i. Demand draft / Bankers cheque
- ii. Fixed deposit receipt (FDR)

- 9.2 Tenders with no earnest money deposit will summarily be rejected. In case of successful bidder of the financial bids, the earnest money may be retained and adjusted towards a part of the Performance Guarantee.
- 9.3 In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.

#### **10.0 Financial Bid:**

- 10.1 The bidder shall quote unit item rates in Indian rupees (INR), both in words and figures in the Schedule quantities only. No alterations in the form of tender, in the schedule of quantities or additions etc. shall be permitted. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct. No changes in unit rates shall be allowed. The rates quoted in schedule quantity are for finished and completed items and no extra amount for carting or transporting material, labour etc. shall be paid unless specifically so mentioned or provided for in tender. The rates should be inclusive of all leads and lifts for all materials in the completed items and also include all taxes, duties, royalties etc. including Work Contract Tax, labour cess, ESI, EPF etc. as applicable. No extra payment on this account will be made.
- 10.2 The Work Contract Tax/Turnover Tax/Income Tax shall be deducted at source at the rate that will be in force from time to time.
- 10.3 Terms of price shall be in Indian rupees (INR) inclusive of duties, packing, forwarding, transportation, assembly, installation at University Campus at Sector 16 C, Dwarka, providing **36** months Warranty (on site and comprehensive) for all items along with applicable taxes and levies.

#### **11.0 General:**

- 11.1 All information called for in the enclosed forms should be furnished against the relevant places in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against at the relevant place. Even if no information is to be provided in a column, a “nil” or “no such case” entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as “not applicable”. The bidders are cautioned that supply for incomplete information called for in the application forms or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.
- 11.2 The bid document should be legibly written. The bidder should sign each page of the bid.

- 11.3 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing with date and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if any added by the bidder, should also be numbered. Bid should be submitted as a package with signed letter of transmittal.
- 11.4 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by officer of the client organization.
- 11.5 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for by the University.
- 11.6 Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any work in GGSIPU.
- 11.7 The successful bidder shall have to work in co-ordination and co-operation with any other agencies appointed by the University to work simultaneously in the same or adjoining area. The decision of the University in case of any dispute between the different agencies appointed by the University shall be final and a binding.
- 11.8 The bidder will have to enter into regular agreement on the receipt of acceptance of the tender and shall abide by all the rules and regulations embodied therein.
- 11.9 Income tax, Works Contract Tax and any other tax at the rates in force during the progress of contract that will be in force from time to time shall be recovered / deducted from the released payment amount.
- 11.10 Sales Tax, purchase Tax, turnover tax or any other tax on material applicable on the date of submission of bid in respect of this contract shall be payable by the contractor and University will not entertain any claim whatsoever in respect of the same.
- 11.11 On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the University shall be communicated in writing to the Registrar.
- 11.12 The contractor shall furnish a list of University employees related to him, if any.
- 11.13 The material used shall be BIS standards first quality.

- 11.14 If the bidder shall obtain a contract with GGSIPU as a result of wrong tendering or other non-bonafide methods of competitive tendering, the University reserves the right to terminate the contract without any liability to the contractor.
- 11.15 Without prejudice to any of the rights or remedies under this contract if the contractor dies, the University shall have the option of terminating the contract without compensation to the legal heir of the contractor.
- 11.16 Escalation: Increase in rates of material / Labour shall not be payable on any account. Price quoted shall be firm and no escalation will be allowed on any account.
- 11.17 The successful bidder will have to sign an agreement within stipulated time period as mentioned in the letter of intent. The necessary fees, stamp paper, etc. required for completing the agreement have to be borne by the bidder.
- 11.18 **Scope of Works**  
The Scope of work shall consist of **Supply and installation of Video Conferencing System at GGSIPU Campus (Sector 16 C, Dwarka, New Delhi)** including manufacturing, supply, preparation of design drawing; erection and placing in position at site, complete in all respects, and its maintenance during warranty period.
- 11.19 **Specification for Work, Quality and Workmanship**  
The procurement of various materials shall be either from the manufacturers or their main authorized dealers to ensure that no duplicate/spurious makes are used in the works. The entire work shall be warranted for a period of three years against defective material and poor workmanship with liability of replacement or to the satisfaction of the University.

Wherever reference to Indian Standard Codes and practices is made they shall be referred to the latest edition/revision of the same, issued up to 7 days prior to the submission of tender.

- 11.21 **Drawings**  
The drawing provides a general idea about the work to be performed under the Scope of the Contract and are by no means final drawings showing the full range of work under the scope. Work has to be executed strictly according to Mock-up and shop drawing submitted with the bid and correction if any suggested /approved by the University.
- 11.22 **Watch and Ward**  
The Contractor shall be responsible for watch and ward of all the works, equipment and various materials till complete handing over the works.

- 11.23 **Safety and Security**  
Safety and Security of workers/staff, material, equipments, etc. will be the responsibility of the contractor. The university will not be held responsible on this account.
- 11.24 The University reserves the right, without being liable for any damages or obligation to inform the bidder, to:  
(a) Amend the scope and value of contract to the bidder.  
(b) Reject any or all the applications without assigning any reason.
- 11.25 Any effort on the part of the bidder or his agent to exercise influence or to pressurize the University would result in rejection of his bid. Canvassing to any kind is prohibited.

## **12.0 Final decision making authority**

The University reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained / paid by the university to the bidder (s).

## **13.0 Summary Rejection of the tender.**

- 13.1 The bid without bid security (EMD) will summarily be rejected.
- 13.2 The bid without the documents required as mentioned in the technical bid are likely to be rejected.
- 13.3 Late tender(s) will not be accepted.
- 13.4 There should not be two prices for the same equipment, which will summarily be rejected.
- 13.5 No separate covers other than the consolidated sealed cover for tender will be accepted.
- 13.6 The terms and conditions other than the stipulated in the above tender will not be considered. The conditional tenders are likely to be rejected.
- 13.7 The tender may be rejected in full or any part at the discretion of the university.

## **14.0 Particulars provisional**

- 14.1 The University reserves the right to execute the work or reject the tender without assigning any reason or incurring any liability to the bidder.
- 14.2 The University has the power to make alteration in, omission from, addition of or substitution for the original specifications, drawings, designs.

14.3 Variation in the quantity of work up to **30% from the proposed quantity will be acceptable to the bidder.**

#### **15.0 Site visit**

The bidder is requested to visit the work site and get acquainted with site conditions regarding layout and all other matters, affecting the work before filling in the item rates. Submission of a tender by a bidder, implies that they have read these instructions and have made themselves aware of the scope of the work, conditions of contract and University will not, therefore, bear any extra charges on any account, in case the bidder finds later on to have misjudged the site conditions or specification.

#### **16.0 Amendment of tender document:**

16.1 Before the deadline for submission of tender, the University may modify the tender document by issuing addenda.

16.2 Any addendum thus issued shall be a part of the tender document and shall be uploaded on the University website (www.ipu.ac.in). Prospective bidders must visit the website before filling and submission of Tender Document for such information.

#### **17.0 Validity of Tender:**

**Ninety days** from the date of opening of tender. During this period no bidder shall be allowed to withdraw his tender. In case of withdrawal, the EMD submitted by the bidder shall be forfeited and no claim shall be entertained on this regard.

#### **18.0 Performance Guarantee:**

18.1 The Performance Guarantee of 10% of the total tendered value will be deposited by the tenderer within the 15 days alongwith an agreement on a non judicial stamp paper worth Rs. 100/-, after the letter of intent. The Performance Guarantee shall be accepted in the following form and shall be in favour of “Registrar, GGSIPU”, payable at Delhi with a validity of months as under:-

- ii. Fixed deposit receipt (FDR) of a nationalized bank (Warranty and six months validity)
- iii. Bank Guarantee (As per Annexure-F) (Warranty and six months validity)

- 18.2 The Performance Guarantee will be refunded without any interest after the successful installation and completion of warranty period.
- 18.3 In case of non submission of Performance Guarantee within specified time, the earnest money will be forfeited and the University may consider to black list the contractor.
- 18.4 In case a fixed deposit receipt/ Bank Guarantee of any bank is furnished by the contractor to the University as part of the Performance Guarantee and the Bank is unable to make payment against the said instrument. The loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to the University to make good the deficit.

### **19.0 Sample Approvals**

- 19.1 A pre-delivery inspection may be undertaken by the University representatives at the place of manufacturing of the suppliers works. If required, inspections at various stages of manufacturing can also be undertaken by the university representatives at suppliers work and contractor should not have any objection for the same. The time taken for delivery inspection is inclusive of the scheduled completion time of the delivery & installation. If there are any issues regarding quality of material the University reserves right to get the material tested and the contractor has to pay all expenses towards transportation, testing charges, etc.

### **20.0 Warranty**

The contractor shall provide **36 months** warranty (on site and comprehensive) on all items from the last date of installation and shall be responsible for any defects that develop in the Video Conferencing System. They shall also replace any defective part of the product supplied and other accessories, without any exception and recourse, free of cost.

The contractor is responsible for all packing, unpacking, assembly, installation of units. The contractor will test the products and accomplish the adjustments necessary for successful and continuous operation of the products supplied at all installation sites and shall ensure maintenance of the supplied products during the warranty period. All the repairing / replacing of defects shall be done by the contractor totally free of cost.

### **21.0 Duration**

The items covered under this tender are required to be delivered and installed at University Campus at Sector 16C, Dwarka, New Delhi **within 45 days**, as specified in delivery schedule submitted by bidder.

## **22.0 Payment Terms**

Payment for Goods and Services shall be made by University in Indian Rupees as follows:

- 22.1 Payment will be made against delivery and satisfactory installments of the items as specified in the delivery schedule.
- 22.2 Each invoice should be submitted in duplicate clearly specifying contract no, goods description, quantity, unit price, total amount along with warranty certificate, etc.
- 22.3 No advance payment will be made under any circumstances.

## **23.0 Delay and Non Conformance**

- 23.1 If the contractor fails to Install any or all of the goods with in the period specified in the Purchase Order, University shall without prejudice to its other remedies under the Purchase Order, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% of the contract price of the delayed goods weekly or part thereof of delay until actual delivery. The penalties will be maximum of 10% of the contract amount / awarded value.
- 23.2 In case of extraordinary delay or beyond 45 days of stipulated delivery period, University reserves the right to terminate the contract without any liability to cancellation charges and encash the submitted Performance Guarantee.

## **24.0 Services during warranty period**

- 24.1 The maximum response time for maintenance complaint during warranty period (i.e. time required for contractor's maintenance engineer to report at the installation after a request call/telegram is made or letter is written) shall not exceed 01 day.
- 24.2 The period for correction of defects in warranty period is 03 days.
- 24.3 In case an item is not usable beyond the stipulated maximum downtime the contractor will be required to arrange for an immediate replacement.
- 24.4 In case the rectification of defects is not carried out within 03 days and replacement of defective items are not provided, a penalty of sum equivalent to 5% per week of the delivered price of that defective item(s) shall be levied. This penalty is applicable upto a maximum of 4 weeks (maximum 20%). Subsequently, the rectification shall be carried out by the University at the risk

and cost of the contractor. The cost of repairs along with the penalty of 100% shall be recovered either from any due to the company or from the security with held with University and the balance amount if any, will be paid to the contractor after completion of warranty obligations.

- 24.4.1 The local technical support, after sales service and the AMC rate after the warranty period should clearly be mentioned in technical bid.

## **25.0 Packing and Marking**

- 25.1 All packing should be strong enough to withstand rough handling during loading/unloading and transporting. Fragile articles should be packed with special precaution and should bear the marking like fragile, handle with care, this side up etc.
- 25.2 All protection and threaded fittings shall be suitably protected and covers shall block the openings.

## **26.0 Substitution and Wrong Supplies**

Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the contractor at contractor's cost and risk.

## **27.0 Insurance, Freight and Deliveries**

- 27.1 The contractor shall make all arrangements towards safe and complete delivery at the designated locations indicated by University in the Purchase Order. Such responsibility on part of the contractor will include taking care of insurance, freight, state level permits etc. as applicable.
- 27.2 The contractor will keep University informed about changes, if any, in various stages of deliveries, installation.

## **28.0 Arbitration and Settlement of Disputes:**

- 28.1 University and the contractor shall make every effort to resolve amicably by direct information negotiation by difference or dispute arising between them under or in connection with the University order.
- 28.2 If after thirty (30) days from the commencement of such informal negotiations, University and the contractor have been unable to resolve amicably the dispute,

either party may require that the dispute be referred for resolution to the formal mechanisms as specified hereunder:

- 28.2.1 Any dispute or differences whatsoever arising between the parties out of or relating to the manufacturing, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties. The sole arbitrator shall be appointed by the Vice Chancellor, GGS Indraprastha University.
- 28.2.2 The performance under this contract shall not stop for any reason whatsoever during the said dispute/proceedings, unless the contractor is specifically directed by University to desist from working in this behalf.
- 28.2.3 The venue of arbitration shall be Delhi/ New Delhi. The language of proceedings shall be English. The Law governing the substantive issues between the parties shall be the Laws of India.
- 28.2.4 It is also a term of that if any fees are payable to the arbitrator, these shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

**SECTION II**

**INFORMATION REGARDING TECHNICAL  
ELIGIBILITY**

**(Annexure A to F)**

**LETTER OF TRANSMITTAL**

From:

\_\_\_\_\_  
\_\_\_\_\_

To

**The Registrar**

GGSIU

Sector 16C, Dwarka

New Delhi – 110 075

Sub: Submission of Tender Document for the work of “**Supply and installation of Video Conferencing System at GGSIPU Campus (Sector 16 C, Dwarka, New Delhi)**”.

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information.

1. I/we hereby certify that all the statement made and information supplied in the enclosed annexure / forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.

Signature(s) of Bidder(s) with seal

## Annexure - B

### ORGANISATION STRUCTURE

1. Name & Address of the Bidder :
2. Telephone No./Fax No./ e-mail :
3. Legal status of the Bidder (attach copies of original document defining the legal status)
  - a) An Individual
  - b) A proprietary firm
  - c) A firm in partnership
  - d) A limited company or Corporation
  - e) A Public Sector Undertaking
4. Particulars of registration with various Government Bodies (Attach attested Photo Copy)  
Organization /Place of registration Registration No
5. PAN No. -----
6. Names and Titles of Directors & Officers with designation to be concerned with this work. :
7. Name & Designation of individuals authorized to act for the organization :  
(Pl attach power of attorney in favour of authorized representative duly signed by authorized signatory)
8. Was the Bidder ever required to suspend work for a period of more than six months continuously after you commenced the work? If so, give the name of the project and reasons of suspension of work. :
9. Has the Bidder, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment. :
10. Has the Bidder, or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details. :
11. Has the Bidder, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details. :
13. Any other information considered necessary but not included above. :

(Stamp, Name & Signature of Bidder)

**DETAILS OF ANNUAL TURNOVER**

**A. FINANCIAL DETAILS**

<b>Financial Years</b>	<b>Gross Annual Turnover on Supply &amp; Installation of Video Conferencing Systems (In Lakhs)</b>	<b>Profit/Loss (In Lakhs)</b>
2010-2011		
2009-2010		
2008-2009		
2007-2008		
2006-2007		

**B. Audited balance sheet and profit & loss account for above five years to be submitted.**

**C. Latest Solvency certificate from Banker valid on date of receipt of tenders.**

**(Stamp, Name & Signature of Bidder)**

***Annexure - D***

**DETAILS OF SIMILAR WORKS COMPLETED DURING LAST 05 (FIVE) YEARS**

Sl.No.	DESCRIPTION OF WORK	POSTAL ADDRESS OF CLIENT WITH CONTACT NUMBERS	CONTRACT VALUE	COMPLETED VALUE	STARTING DATE	SCHEDULED COMPLETION DATE	ACTUAL COMPLETION DATE	REASONS FOR DELAY, IF, ANY

NOTE: Performance Report issued by Client for all above job(s) shall be furnished alongwith the Bid as per Annexure - E.

(Stamp & Signature of Bidder)

**PERFORMANCE REPORT OF WORKS REFERRED IN ANNEXURE - D**

1. Name of work/ Project & Location :
2. Name of Client and Address with  
Contact details :
3. Agreement No./ Work Order No. :
4. Value of work as per  
work order/Award : Rs.
5. Total value of actual work done : Rs.
6. Estimated Cost of award : Rs
7. Date of start :
8. Date of completion
  - i) Stipulated date of completion :
  - ii) Actual date of completion :
9. Amount of compensation levied for delayed completion, if any : Rs.
10. Amount of reduced rates item if any : Rs
11. Amount of compensation not yet decided :
12. Performance Report
  - 1) Quality of work Excellent/Very Good/Good/Fair/Poor
  - 2) Financial soundness Excellent/Very Good/Good/Fair/Poor
  - 3) Technical Proficiency Excellent/Very Good/Good/Fair/Poor
  - 4) Resourcefulness Excellent/Very Good/Good/Fair/Poor
  - 5) General behaviour Excellent/Very Good/Good/Fair/Poor

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(Signature & Stamp of Director/Registrar/Admin. Officer/Ex. Engineer or Equivalent)

Dated :

Note :

1. This Annexure should be submitted separately for each work completed by the Bidder during last 05 (five) years and the works indicated in **Annexure D**.
2. This ANNEXURE shall be signed & stamped by the Bidder's Client not below the rank of Executive Engineer or equivalent.
3. The Name, Address, Contact details (Mobile, Fax, Email, and Landline Phones) of Client should be indicated to facilitate confirmation of work.

**Form of Performance Guarantee  
Bank Guarantee Bond**

1. In consideration of the GGSIPU (hereinafter called “The University”) having offered to accept the terms and conditions of the proposed agreement between ----  
----- and ----- (hereinafter called “the said Contractor(s)”) for the work ----- (hereinafter called “the said agreement”) having agreed to production of a irrevocable Bank Guarantee for Rs.----- (Rupees ----- -- only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, ------(indicate the name of the Bank) ----- (hereinafter referred as “the Bank”) hereby undertake to pay to the University an amount not exceeding Rs.----- (Rupees ----- only) on demand by the University.

2. We, ------(indicate the name of the Bank) ----- do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.----  
----- (Rupees ----- only).

3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.

4. We, ------(indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Project-in-Charge on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

5. We, ----- (indicate the name of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We, ----- (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.
8. This guarantee shall be valid upto ----- unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.----- (Rupees ----- only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the ----- day of ----- for ----- (indicate the name of the Bank)

**TECHNICAL BID**

The technical bid should be in the following format.

1. Name and address of the bidder
2. Telephone No., Mobile number and Fax number and Email address
3. Status of the firm
  - i) An proprietary firm
  - ii) Partner ship firm
  - iii) Limited company or corporation
4. Particulars of registration with various govt. offices/bodies
5. PAN number with a copy of the latest return
6. TIN/Sales tax number with a copy of the latest return
7. Service tax number, if any with a copy of the latest return
8. Address of the manufacturing Unit/plants with telephone numbers, mobile numbers, fax numbers and email address.
9. Earnest money deposit as prescribed against each item in the form of DD/FD in favour of Registrar, GGSIPU payable at Delhi.
10. The copy of the terms and conditions as given in the tender with the signature and seal of the dealer/proprietor/manufacturer.
11. The Certificate of dealership or Distributor or manufacturer indicating the person is Manufacturer, dealer or distributor.
12. A letter of authority from the original manufacturer for sale and service of the equipment.
13. A certificate from the manufacturer certifying the guarantee/warranty period on the equipments and the spares.
14. The firm should provide a list of users with their contact details, including phone/email.
15. The after sales service should be clearly mentioned (i.e. The life of the equipment, the availability of spares, the local technical support, the cost involved in the AMC and Comprehensive AMC, free services if any etc.)
16. Undertaking on non judicial stamp paper worth Rs. 100/-
  - i) The firm has not been debarred or blacklisted by any Govt./semi govt./autonomous organization/Public Sector Undertakings.
  - ii) it will ensure fair trade practice (where it will be mentioned that this equipment has not been sold for less than the price quoted)
  - iii) The firm has no personnel dealings with the officials of the University.
17. The technical specification along with the literature of the equipment without mentioning any cost should be given in the format given below. If any add on items other than the specifications mentioned in the tender may also be mentioned separately.

Name of the equipment	EMD
Specifications	

Signature and seal of the authorized signatory.

# **Special Conditions**

## Special Conditions

- 1.0 Unless otherwise provided in the schedule of quantities the rates tendered by the contractor shall be **FOR** all-inclusive of all taxes, transport and installation in the specified place. The rates for all items of work, unless clearly specified otherwise, shall include the cost of all labour, materials, and other inputs involved in the execution of the items.
- 2.0 No foreign exchange shall be made available by the department for the purpose of procurement of equipment, plants, machinery, materials of any kind or any other items required to be carried out in execution of work.
- 3.0 The contractor or his authorized representative should always be available at the site of work to take instructions from officer in charge, and ensure proper execution of work.
- 4.0 No work shall commence in the absence of contractor's engineers and they shall certify in writing about the correctness of layout alignment and shall ensure stability of all structural work such as partition panel and other related items.
- 5.0 All work and materials brought and left upon the ground by the contractor or by his orders for the purpose of forming part of the works, are to be considered to be the property of the GGSIPU and the same are not to be removed or taken away by the contractor or any other person without consent in writing of the officer -in-charge but the GGSIPU is not to be in any way responsible for any loss or damage which may happen to or in respect of any such work or materials either by the same being lost or damaged by weather or otherwise.
- 6.0 The contractor shall execute the different items simultaneously, as far as possible, so that minimum breakage and repairs are involved.
- 7.0 The contractor shall take all necessary precautions to prevent any nuisance or inconvenience to the owners, tenants of adjacent properties and to the public in general and to prevent any damage to such properties and any pollution of environment and waterways. He shall make good at his own cost and to the satisfaction of the officer-in-Charge, any damage to public or private property whatsoever caused by the execution of the work or by traffic brought thereon by the contractor. Utmost care shall be taken to keep the noise level to the barest minimum so that no disturbance as far as possible is caused to the occupants/users of adjoining buildings.
- 8.0 All associated activities required for obtaining necessary clearances, permissions, approvals, all licenses etc. as required from all concerned authorities in respect of installation and commissioning shall be the responsibility of the contractor, the cost for which shall be deemed to be included in the rates for various items of work of Schedule of Quantities. However, actual statutory fee paid to the

- concerned authorities for obtaining approvals if any, shall be reimbursed by the University on production of proof of payment made by the Contractor.
- 9.0 The contractor shall be responsible for watch and ward of all the works, equipment and various materials till complete handing over of works.
  - 10.0 The contractor shall submit the test certificates from the respective manufacturer along with its declaration that all relevant standards have been complied with while manufacturing of these Video Conferencing System alongwith all items.
  - 11.0 Wherever any reference to any Indian Standards Specification occurs in the documents relating to this contract the same shall be inclusive of all amendments issued their to or revisions there of if any, upto the date of receipt of tenders.
  - 12.0 The contractor shall got approve the sample of Video Conferencing System alongwith all items including shade / colour / fabric and necessary hardware before bulk supply from Officer-in-charge.
  - 13.0 The site of placing / fixing the Video Conferencing System alongwith all items may be at one or more places within the campus and at any floor upto seven levels for which nothing extra shall be paid.
  - 14.0 The contractor shall be fully responsible for rectifying the defect or replacing ant damaged panel / partition / hardware, which may happen during the use up to 12 months from the date of completion of the work if the same is due to manufacturing defects etc. The decision of officer-in-Charge in this regard shall be final & binding. In case the contractor fails to carry out the said repairs, rectifications, replacement within the specified time, the department shall get the repairs / rectifications / replacement as considered necessary at the cost of the contractor by recovering the cost from the security deposit. In case additional expenditure is incurred by the department on this account, the same shall be borne by the contractor.
  - 15.0 The rates quoted by the contractor shall be all inclusive keeping in mind the specifications, special conditions and technical specifications and nothing extra shall be payable whatsoever, unless otherwise specified.
  - 16.0 If the work is carried out in more than one shifts or during night to meet the time period of completion, nothing extra shall be paid on this account.
  - 17.0 Contractor shall have to make own arrangement for water & electricity, otherwise 1% of gross amount shall be deducted from the dues of the contractor.
  - 18.0 The contractor shall be bound to follow the instruction and restrictions imposed by the Administration / Police authorities on the working and movement of labour / material / vehicles etc and nothing extra shall be paid on this account.

## **Section - III**

# **Technical Specifications & Financial Bid**

# General Specifications

## 1.0 Scope

- 1.1 The scope of work shall consist of supply, installation, fabrication, assembling, and preparation for design, drawings, supply and erection. Work shall be executed in a well coordinated and professional manner.
- 1.2 All works shall be executed strictly in accordance with the item description, specifications and drawings. However in absence of specifications, BIS / BIFMA specifications, standards shall be followed along with relevant item description, technical specifications and drawings.
- 1.3 Video Conferencing System will be in combination of wooden and steel fabrication. Steel components will be epoxy polyester powder coated finish as specified in this tender document.
- 1.4 The work shall be executed and measured as per metric dimensions given in schedule of quantities, drawings etc. (F.P.S. units wherever indicated are for guidance only)

## 2.0 Quality & Workman Ship

- 2.1 The specifications are intended for the general description of the work quality and workmanship. The specifications are however not intended to cover the minute details and work shall be execute according to the specification given herein or in its absence the relevant CPWD / BIS / standards or the best practice recommended by relevant Indian Manufacturers or best trade practices.
- 2.2 All material shall confirm to the approved makes of materials specified. The procurement of various materials shall be either from the manufacturers or their authorized dealers so that there is no duplicate / spurious makes are used. Notwithstanding all above, contractor shall be held responsible for the execution of works and use of proper best available quality of materials as per the tender specifications. For the items/materials not appearing in the list, the decision of officer-in-charge shall be final and binding.
- 2.3 The contractor shall arrange stage wise inspection of the Video Conferencing System alongwith all items at factory of the works by University. Contractor will have no claim if the Video Conferencing System alongwith all items brought at site are rejected by University in pert or full lot due to bad workmanship / quality. Such Video Conferencing System will not be measured and paid and the contractor shall remove the same from the site of work within 7 days after the written instructions in this regard are issued by University.

- 2.4 The contractor shall produce all materials in advance so that there is sufficient time for testing and approving of the material and clearance of the same for use in work. The contractor shall produce test certificates of all the material in respect of their conformation to the relevant Indian standards / tender specifications. All tests required for the materials as desired by the University shall be at the contractors cost.
- 2.5 Testing may also be carried out at the discretion of the University, from the lot of finished product brought at site by the contractor. In case such tests have been carried out by the principal manufacturer at its testing facility, the same will may be provided by the contractor for consideration.

### **3.0 Drawings & Execution of Work**

- 3.1 Drawings are listed and enclosed with this tender document shall form a part of this specification and supplement the requirements specified therein. The tender drawings are preliminary and meant for tender purpose only. These drawings provide a general idea about the work to be performed under the scope of this contract and are by no means final drawings.
- 3.2 The work shall be executed as per the layout approved by officer – In Charge. The contractor shall prepare the layout on the basis of the layout attached in this tender document and seek approval from University. The contractor may suggest any changes in the design and layout which are necessary to make the design economical, optimal, conform to the provisions of this tender document. Such changes will again be subject to the prior approval of officer in Charge but never relive the contractor of its responsibility and liabilities under this contract

## Video Conference Solution

For Central Location:

Deployment of Video Conferencing solution having 1+5 multi location video conferencing as per details below:

S.No.	Specification	Complied (Yes/No)
1	IP bandwidth for connectivity up to 6 mbps or better.	
2	ISDN connectivity/support up to (768 kbps or better)/ 1 PRI through internal/external hardware.	
3.	The equipment must support image resolution up to 1920 x 1080 i/p resolutions.	
4.	The VC system must have Multiparty capability up to 1+ 5 locations @ 1080 resolution per connected site through internal embedded/external MCU.	
5.	VC must support multiple layouts like PIP, P and P, side by side voice activation.	
6.	ITU standard supported-ITU- H.320, H.323, SIP.	
7.	VC equipment must have an option of 2 <sup>nd</sup> camera input.	
8.	VC equipment must have at least 1 x LAN port one WAN port.	
9.	VC must have HDMI/DVI inputs/outputs.	
10.	Video Conferencing equipment must have dual monitor support through High Definition ports like HDMI or DVI.	
11.	The camera must be High Definition camera CMOS sensor. The camera must support 1920 x 1080i resolution and should be PTZ with optical zoom of 10 or better.	
12.	The camera must support at least 10 more presets.	
13.	The data sharing capability (H.239) must be present without any external hardware.	
14.	VC must support following network protocol –  TCP/IP, UDP/IP, DHCP, DNS, HTTP, HTTPS, TELNET, SSH, SNMP or equivalent or better.	
15.	The VC must support two microphones and should connect to external multifier or mixer. The microphones must be full	

	duplex for natural communication, must have echo cancellation and AGC.	
16.	The VC must support far end camera control.	
17.	The VC must have Auto White balance, backlight, function	
18.	The VC data sharing resolution at least SXGA or better.	
19.	The VC must support following encryption codec H.233, H.234, H.235ver3/H.235 (AES) encryption support or equivalent.	

**LIST OF DELIVERABLES**

<b>S.No.</b>	<b>Item Description</b>	<b>Quantity (Nos.)</b>
1.	HD Point to Multipoint System 1:5	1
2.	HD Point to Point System	5
3.	Installation, testing & commissioning of the above	6 jobs

**ITEMS TO BE PROVIDED BY GGSIPU.**

<b>S.No.</b>	<b>Item Description</b>	<b>Quantity (Nos.)</b>
1.	1 KVA UPS with 1 Hr. Battery Backup	6
2.	IP Network with adequate bandwidth.	6 nodes
3.	Display Device (LCD/Plasma TV)	6

## Schedule of Quantities for Video Conferencing Systems

### FINANCIAL BID

#### Price Schedule for Supply, Commissioning and Maintenance of Video Conferencing System at Various Locations

S.No.	Item Description	Quantity	Unit Price	Taxes	Amount
1.	High Definition Point to Multipoint System 1:5	1 Nos.			
2.	High Definition Point to Point System	5 Nos.			
3.	Installation, testing & commissioning of the above	6 Jobs			
	<b>GRAND TOTAL</b>				

Note: -

Prices should be inclusive of all cables and connectors.

Prices should be inclusive of 3 years onsite warranty.

Price should be inclusive of any other equipment/services required for operation of the equipment.